

Minutes of the Finance Committee

Wednesday, August 7, 2002

Chair Haukohl called the meeting to order at 8:47 a.m.

Present: Supervisors Pat Haukohl (Chair), Jim Behrend, Don Broesch, Genia Bruce, Joe Griffin, Joe Marchese, and Mike Sonnentag. Sonnentag and Broesch left the meeting at 12:05 p.m. and Marchese left at 1:25 p.m.

Also Present : Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, County Board Supervisors Rodell Singert and Hank Carlson, County Board Chair Jim Dwyer, Radio Services Manager Chris Petterson, Budget Manager Keith Swartz, County Board Supervisors Vera Stroud and Keith Harenda, Administration Director Norm Cummings, Chief of Staff Jeff Landin, Senior Civil Engineer Karen Braun, Deputy Inspector Dan Trawicki, Jail Administrator Mike Giese, County Board Supervisors Pauline Jaske and Joe LaPorte, Employment Services Manager Sue Zastrow, Clerk of Courts Carolyn Evenson, Senior Financial Analyst Andy Thelke, County Board Supervisors Sandy Wolff and Scott Klein, Budget Specialist Linda Witkowski, Collections & Business Services Manager Sean Sander, Purchasing County Board Supervisor Mareth Kipp, Manager Susan Connelly, Corporation Counsel Tom Farley, Information Systems Manager Mike Biagioli, and County Board Supervisors Kathleen Cummings and Alicia Silva.

Approve Minutes of July 17, 2002

MOTION: Broesch moved, second by Griffin to approve the minutes of July 17. Motion carried 6 - 0.

Executive Committee Report

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Supervisors interested in being on any of the WC steering committees should submit their applications to County Board Chair Jim Dwyer by August 30th.
- Approved ordinance 157 -O-040 entitled "Repeal and Recreate Waukesha County Code Sections to Allow Underground Tanks for Self-Fueling at the Waukesha County Airport." Dwyer, Stamsta, and herself voted against it because they were opposed to underground storage tanks.
- Approved ordinance 157 -O-039 entitled "Waukesha County Determination of Necessity and Relocation Order for the Expansion of the Waukesha County Justice Center, Waukesha County Project 200108."
- The committee was deadlocked on the resolution to sell the old courthouse to the museum for \$1 and provide them with funding. (This issue had been referred back to committee at the County Board level). Administration Director Norm Cummings will appear at the August 19th Executive Committee meeting to explain the financing and possible restructuring. It's expected that the resolution will be back before the County Board on August 27th.

Schedule Next Meeting Dates

August 21st.

Announcements

Marchese felt the Department of Senior Services meal programs needed to be addressed as he had some constituent express concern to him. Haukohl suggested he bring this issue to the attention of the Health & Human Services Committee.

Read Correspondence

Haukohl advised of the following correspondence.

- Memo from Chief of Staff Lee Esler on the County Board Office's change of intent for 2002 operating funds to purchase a media cart, screen, and projector for \$3,500. Maders said this was not budgeted for in the 2002 County Board budget but funds are available. The office has had an increase in the frequency of PowerPoint presentations to the board and standing committees.
- Memo from Employment Services Manager Sue Zastrow on the recent theft of County documents.
- Information on the 4th Annual Harvest Celebration Breakfast at the Waukesha Community Garden on August 24th sponsored by UW -Extension.
- Haukoil distributed copies of the most recent Executive Committee correspondence list.

Update on Countywide Dispatch and Trunked Radio

Petterson said they recently had their first advisory committee meeting which consists of one representative per member municipality of the system. The members decided on a cost sharing method based on actual air time per user. They also approved the Village of Butler as a new member of the system. An ongoing effort is to continue to resolve the Elm Grove/Bishop's Woods coverage issue. They have decided to install a new, 7th tower site located at 135th and Burleigh. Aesthetically speaking, it will probably be one of the best tower sites. The tower will not only solve the coverage problem but it will also enhance reliability throughout that area. Their target is to have the site up and running by the end of November. Cummings advised that a variety of false information had recently been reported on a local TV program on trunked radio. Staff have written the TV station advising them of the errors. Cummings said there are still concerns by local municipalities but he believes the trunked radio system will be a success and very beneficial. Petterson noted that there are others who are very excited about it. Petterson and Cummings explained these benefits in detail.

Cummings went on to discuss countywide dispatch. Esler commented that millions of dollars are never enough for public safety but the County Board needs to determine when cost outweighs benefits. It's a balancing act. Cummings said they don't have final numbers yet but the building cost will be a little higher than first estimated because the facilities committee came up with a facility that is well "fortified." Cummings believes they are still on target with regard to the equipment budget. The protocols committee is defining procedures, etc., the technology committee is dealing with the CAD and the records management systems, and the human resources committee is dealing with the staffing issues. Cummings noted that there is municipal representation on each of these committees.

Ordinance 157 -O-042: Authorize County/Municipal Cost Share for Waukesha County Shared Dispatch Facility

Cummings said the County Board already adopted the guidelines for the municipalities in order to be part of the system. This ordinance amends those guidelines whereby changing the first date for approval, from August 31st to October 17th. Cummings believes the municipalities had a legitimate concern and that the type of record system and the cost would not be known until about the third week of September. Cummings said this will be "the last piece of the puzzle" and municipalities will have everything they need to know in order to make a decision on whether or not to join. Cummings went on to explain the cost share plans for those municipalities that join right away and the cost share plan for those that choose to join later, which is slightly more costly. For informational purposes, Cummings distributed copies of "PSAP Summary - Analysis of Costs to Join Consolidated Dispatch - July, 2002" and "Analysis of Costs to Join Consolidated Dispatch for the Village of Menomonee Falls."

MOTION: Broesch moved, second by Marchese to approve ordinance 157 -O-042. Motion carried 7-0.

Ordinance 157 -O-039: Waukesha County Determination of Necessity and Relocation Order for the Expansion of the Waukesha County Justice Center, Waukesha County Project 200108

Braun said this is the second property purchase for the expansion of the Justice Center. The owners were satisfied with the offer and are anxious to close due to a job transfer. An agreement has been signed with the current owner to acquire the parcel for \$92,000.

MOTION: Behrend moved, second by Marchese to approve ordinance 157 -O-039. Motion carried 7-0.

Ordinance 157 -O-041: Accept 2002 Local Law Enforcement Block Grant Through the State Office of Justice Assistance and Modify Waukesha County Sheriff Department's 2002 Budget to Authorize Grant Expenditures

Trawick and Gies discussed this issue as outlined in the ordinance which involves accepting \$12,239 in grant funds. This includes \$4,599 to purchase new security holsters for 54 of the deputies, and \$9,000 to install six food pass/cuff chutes in the Justice Addition. The remaining \$1,360 needed is local match funding and will be absorbed in their 2002 budget.

MOTION: Behrend moved, second by Broesch to approve ordinance 157 -O-041. Motion carried 7-0.

Ordinance 157 -O-043: Abolish One Regular Full Time Position of Office Services Coordinator and Create one Regular Full Time Position of Programs and Projects Analyst Within the Office of Clerk of Circuit Court

Zastrow and Evenson were present to discuss this issue as outlined in the ordinance. Evenson said a regular full-time position of Office Services Coordinator is now vacant due to a recent retirement in the Clerk of Courts Office. She is requesting that this position be abolished and that a regular full-time position of Programs and Projects Analyst be created. Evenson said there would be a 2002 savings of about \$14,000 and a 2003 savings of \$38,480. The change will allow them to streamline their procedures and be more efficient in their operations.

The responsibilities of the Office Services Coordinator have been assigned to other employees on a temporary basis. The person currently holding the position of Court Self-Help Coordinator is currently a contracted employee. Evenson said, essentially, the two jobs would be put together into one. The person hired as Programs and Projects Analyst would perform the Office Services Coordinator work and the Court Self-Help Coordinator work. Zastrow and Evenson went on to list the necessary job qualifications of the Programs and Projects Analyst position.

MOTION: Bruce moved, second by Broesch to approve ordinance 157 -O-043. Motion carried 7-0.

Report on the Information Management Panel Meeting -G. Bruce

Bruce said the cost for the fiber optic extension from the Courthouse to the Expo Center has decreased to a total of \$16,000. The City of Waukesha is sharing in the cost. Originally, the county was to pay \$45,000 and the city was to pay \$16,000. They are looking into doing a split line from the Expo Center to the airport so airport users can use their laptop, etc. The extension at the Expo Center will also give the County the capability to hold technology conferences which could not be done in the past.

They heard an update on the card access system. A while back, Information Systems experienced some equipment theft and this system will allow them to know who's coming in and out, and alert staff if a door is left unsecured.

They also briefly discussed the possibility of allowing links from the County's website for outside businesses which will increase County revenues. The issue of how much personal information should be accessible to the public through this website is currently being debated and will be discussed again at the next panel meeting. A work group has also been formed to study this issue.

The Expo Center had been doing a lot of their work manually and on paper and they now have the capability of handling event bookings via the intranet. A second phase scheduled for spring will also give them an accounting function. Bruce said the next panel meeting is scheduled for September.

Review the Request for Proposal (RFP) Process and Reconsider RFP for Architectural and Engineering Services for the Justice Center Expansion, Phase I

MOTION: Marches moved, second by Broesch to reconsider the RFP for architectural and engineering services for the Justice Center Expansion, Phase I.

(The contract was awarded to the HGA/Kimme team by the RFP evaluation committee. This RFP process was defeated at the last Finance Committee meeting and is back on today's agenda for reconsideration).

Harenda said he was not in favor of stopping the jail but believes the current contractor doesn't have the necessary experience. He said he was not impressed with Kimme's schematic designs when he first came on the board. He distributed various information in support of his concerns. Harenda said Kimme's own listed qualifications do not list building jails. From what he could gather, neither HGA nor Kimme has built a jail in Wisconsin with the exception of a juvenile court center built by HGA. He felt this RFP selection process was flawed, particularly because there was only a 1% point difference with the second rated vendor with regard to experience and the second rated vendor had considerably more experience. He felt the project should be re-bid and the current process changed which he explained further. Harenda advised of a recent State of Wisconsin RFP which was re-bid due to a flaw in the process.

Stroud referred to problems with the construction and post-construction of the Administration Center and felt that was miniscule compared to the Justice Center. She was very concerned and surprised that Mr. Kimme chose HGA.

Esler explained the contract procurement process which was written by County Board staff and adopted by the County Board in 1991. Esler said the committee, at their last meeting, did not express any concerns with the process. The committee only approves the process and the process was followed correctly. The outcome as to who's selected is not what is approved by this committee – only the process itself. Esler said the evaluation committee made their selection and it's a done deal. Esler and Connelly went on to explain the process as outlined in the County Code of Ordinances. Haukoil said the County Board could revisit the RFP process. Broesch said he studied this issue in depth and he believes the process was followed correctly but that Administration is getting a strong message from supervisors and it's an issue that needs to be dealt with.

Esler discussed Kimme's qualifications that may have helped the evaluation committee choose Kimme and HGA. He noted that he and other county staff had toured jails in Dodge and other counties of which Kimme was the architect. He said he had reviewed the bid information during the evaluation process with Supervisor Dick Manke, who was a member of that evaluation committee, and Esler felt Kimme and HGA were qualified to take on this project. Esler said RFP and bidder information for all projects is available in the County Board Office for anyone interested in viewing.

Harenda proposed that the committee vote no and address the process first. Broesch did not think there was anything wrong with the process and he believes it works well. While Broesch said he was willing to listen to Harenda's recommendations for changes, he did not support this proposal. This issue was discussed and debated further and additional supervisor comments were heard.

The original motion to reconsider the RFP process carried 7 -0.

MOTION: Broesch moved, second by Bruce to approve the RFP for architectural and engineering services for the Justice Center Expansion, Phase I. Motion carried 5 -2. Marchese and Sonnentag voted no.

Sonnentag and Broesch left the meeting at 12:05 p.m. The remaining committee members recessed at 12:05 p.m. and reconvened at 12:40 p.m.

2nd Quarter Status Report on Special Revenues

Witkowski and Thelkewere present to discuss this issue as outlined in the report. For six months, Special Revenue actual operating expenditures were \$37.3 million or 42.0% of the total modified expenditure budget versus expenditures for the same period in 2001 which were \$33.3 million or 39.6% of total 2001 actual expenditures. Expenditure budgets have been modified for the base budget reductions enacted through County Board ordinance.

Operating revenues achieved during the first six months of 2001 were \$29.8 million or 44.8% of the modified revenue budget. This compares to the first six months of 2001 when revenues of \$26.6 million was approximately 39.4% of the total revenues earned for 2001. Witkowski said they may have a negative fund balance with transit services at year-end, basically with regard to fare box revenues. They will keep their eye on this and try to adjust it accordingly.

Capital Projects Six -Month Status Report

Witkowski discussed this report as outlined which included information on project title, current appropriation, balance, and percentage of design, bid, and construction completed. Some committee members had concerns with the amount of dollars remaining for some of the completed projects.

Marchese left the meeting at 1:25 p.m.

Mid-Year Department of Administration Budget Status Report

Sanders said the department is in good shape financially. The only area they're watching is that there were two retirements with some significant payouts. In addition, there hasn't been as much vacancy and turnover as in past years. He doesn't believe, however, that they'll go over budget. Sanders and Biagioli went on to give a status report on the department's 2002 objectives.

MOTION: Bruce moved, second by Griffin to adjourn at 2:15 p.m. Motion carried 4 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin
Secretary